**Homepage**

* Venue Sign Up → opens a pop-up

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| --- |
| First Name  Last Name  Email  Password  Confirm Password  [ ] Keep me posted on Spacefynd news  By signing up, I agree to Spacefynd’s [Terms & Conditions](https://www.airbnb.com/terms)  Sign up [Button]  Already signed up? Log in here |

* Venue Log In → opens popup

|  |
| --- |
| Email  Password  Not yet signed up? Sign up here |

* How It Works → drops user to section
* List Your Space Now! → drops user to List Your Space section (details below)
* Keep Me Posted
  + When users click on ‘Keep Me Posted’ they get a message: Thank you for your interest, you’ll hear from us soon!
  + Confirmation email to be sent:

|  |
| --- |
| Thank you for your interest in Spacefynd!  We started Spacefynd to make the task of finding a venue super easy and more enjoyable. We can’t wait to launch the venue search feature, but first we want to make sure we have most venues in Dubai covered.  You’ll hear from us again soon. We promise it will be worth the wait :)  The Spacefynd Team |

* List Your Space → text in 3 fields below, we’re taking out ‘the number of people.
  + What shall we call it? (space name, typed as text)
  + What type of venue is it? (drop down or autocomplete) list below
  + Where is it located? (autocomplete, only cities, Google Maps API?)

|  |  |  |
| --- | --- | --- |
|  | **Venue Categories** | **Possible Visual Icons** |
| **1** | Ballroom | Bride & groom figurines |
| **2** | Beach / Poolside Venue | Palm tree |
| **3** | Boat | Boat |
| **4** | Desert Camp | Tent or desert dunes |
| **5** | Gallery / Warehouse | Painting or [fashion mannequin](https://www.google.ae/search?q=stockmann&es_sm=91&source=lnms&tbm=isch&sa=X&ei=5ZmhVICALsfqUuvPgcAL&ved=0CAkQ_AUoAg&biw=1440&bih=759#tbm=isch&q=stockman+mannequin&revid=1723701755&facrc=_&imgdii=_&imgrc=XNkxlL7MIQHzgM%253A%3Bkh4kupnlpqqI6M%3Bhttp%253A%252F%252Fwww.hangersco.be%252Fuploads%252Fphotos%252F800x600%252Falbum_104_4stockman_buste_B406_40.jpg%3Bhttp%253A%252F%252Fwww.hangersco.be%252Fen-gb%252Fproducts%252Fmannequins%252Fstockman%252Ffemale-b406%3B746%3B600) |
| **6** | Kids Area | Balloon |
| **7** | Mall Area | Escalator |
| **8** | Meeting Room | Hand shake |
| **9** | Outdoor Arena / Park / Lawn | Sun |
| **10** | Restaurant / Nightclub / Lounge | Drink |
| **11** | Sports Venue | Football |
| **12** | Theatre / Screening Room / Amphitheater | Pop corn |
| **13** | Villa / Private Residence | House/villa |
| **14** | Other |  |

**Venue Sign Up**

After clicking on Sign Up button in popup, sign up page opens with following fields

|  |
| --- |
| Business Name [Name of entity that you represent. Leave blank if not applicable.]  Image [Upload an image or logo to give your listing more credibility.]  Address Line 1  Address Line 2  Postal Code  City  Country  Phone  Website  Your Details   * First Name (pre-filled from previous action) * Last Name (pre-filled from previous action) * Phone * Mobile * Email (pre-filled from previous action)   Save (button) → takes user to Manage Listings tab |

Once a venue is signed up, user lands on the **Manage Listing** with a menu of 2 other links: **Enquiries and Account**.

**Manage Listings**

**[An email confirmation link has been sent to <<email address> - please verify your account by clicking on the link provided in the email.**

**Can’t find it? Click here to resend the confirmation email.]**

If no listings created yet, we should display a message and a call for action:

|  |
| --- |
| No venues have been listed yet  [Add Venue!] |

If listings have been created, user sees a list of venues as follows:

* Each listing consists of a thumbnail image, venue name and ‘Manage Listing’ link on left side. On Right side we should show the status of the listing:
  + [x] Steps Remaining
  + Under Review
  + Listed (which shows an option to Unlist)
  + Unlisted (which shows an option to List)
* User should be able to filter listings: All/Listed/Unlisted
* User should be able to delete listing

**Enquiries**

* History of messages from newest to oldest with following fields:
  + From (Name)
  + Email
  + Mobile
  + Venue Name
  + Date
  + View Message
* Ability to sort by date

**Account**

* Business Name [Name of commercial entity that you represent. Leave blank if not applicable.]
* Image (Upload an image or logo to give your listing more credibility.)
* Address Line 1
* Address Line 2
* Postal Code
* City
* Country
* Phone
* Website
* Your Details
  + First Name
  + Last Name
  + Phone
  + Mobile
  + Email
  + Change Password
* Add Users [Invite additional users to give them access to the account.]
* Save (button) → takes user back to Manage Listings tab

**Add Venue**

Venue listing will be structured under **5 tabs** as follows:

* ***Basic Information***
  + Title [Write a title for your venue] (35 characters)
  + Summary [Write a summary in 250 characters or less] (250 characters)
  + Detailed Description [Add a detailed description (optional)]
  + Availability [Mention the months, days of week, and times of day when venue is available for hire (optional)]
* ***Location***
  + Address
    - Address Line 1
    - Address Line 2
    - City
    - Country
  + Location
    - Area (Google Maps search box)
    - Google Maps widget with ability to drop pin
    - StreetView automatically generates if available
* ***Photos*** [Add Photos] We recommend that you upload 3 to 10 high quality photos of the interior, exterior and truly special features of your venue.
* ***Event Types***
  + Social
    - Wedding Celebration
    - Engagement Party
    - Birthday Party
    - Group Lunch
    - Group Dinner
    - +Add Event Type
  + Kids
    - Kids Birthday
    - Kids Indoor Activity
    - Kids Outdoor Activity
    - +Add Event Type
  + Sports
    - Football
    - Basket Ball
    - Tennis
    - Yoga
    - CrossFit
    - +Add Event Type
  + Business
    - Business Meeting
    - Business Workshop
    - Business Presentation
    - Business Training
    - Product Launch
    - +Add Event Type
  + Arts & Design
    - Fashion/Design Event
    - Art/Design Workshop
    - Art/Design Exhibition
    - Musical Performance
    - Cooking Class
    - Film screening
    - +Add Event Type
  + Filming and Photoshoot
    - Filming
    - Photoshoot
    - +Add Event Type
* ***Details***
  + Features
    - Free WiFi
    - Valet Parking
    - Accessible Loading Area
    - High Ceiling
    - Hanging Points
    - Outdoor Venue
    - Catering
    - Credit Card Terminal
    - Storage Space
    - Disabled Access
    - Sound System
    - Projector/Screen
    - +Add feature [text, with character limit]
  + Space
    - Floor Space [number] sqft
    - Height [number] ft
  + Floor Plan [Add Floorplan Images] [Add your floor plan to give users a sense of your venue’s layout.]
  + Capacity [Minimum and maximum number of people the venue can accomodate]
    - Min [number] people
    - Max [number] people
* ***Pricing*** [Mention the starting price to hire your venue. Keep in mind that users will be able to filter venue search results by budget.]
  + Starting Hire Price [number] [Currency e.g., AED] [Unit i.e., per hour, per ½ day, per day]
* ***Rules*** [Select the rules that apply to your venue or add your own.]
  + No pets allowed
  + No Smoking
  + No alcohol
  + Music should stop at 1:00am
  + Add rule